



National Aeronautics and Space
Administration
Goddard Space Flight Center

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ANNOUNCEMENT

SUBJECT: New Alternative Work Schedule Implementation

Opportunities that enable employees to better balance home and worklife are important to Goddard. Since when and how we do our work greatly influence that balance, a Centerwide committee consisting of representatives of each directorate and our unions was chartered to explore options for greater flexibilities for our Alternative Work Schedule (AWS) and Telework programs. The committee's proposals have been incorporated into GPG's on Work Schedules and Telework. With the signing of GPG 3600.1, "Work Schedules", we can now set the stage for the rollout of expanded AWS options at Goddard. Following briefing sessions for all employees and supervisors and incorporation of the options in WebTADS, these flexibilities will be available starting **April 18, 2004**.

The new work schedule options fall under the "Maxiflex" category of AWS four types. They offer a wide range of alternatives within which work schedules can be established. Options for arrival and departure times, compensated breaks, and days of the week to work or be off, have been greatly expanded. Additionally, our Maxiflex can be used in combination with credit hours. Credit hours are extra hours worked that can be used for future absences. All work schedules must be compatible with job responsibilities, the mission of each organization, and safety and be approved by the supervisor.

Separate briefing sessions for employees and supervisors have been developed in order to assure that these many wonderful options can be used effectively. For employees, in addition to explaining the many flexibilities the new options offer, we will discuss "owning your mission" and "making your schedule work" for work schedule arrangements that fit both workplace and personal needs. For supervisors, in addition to explaining the new flexibilities, we will discuss best approaches to equitably consider Maxiflex requests that will work for employees and the workplace, the distinctions between "requirements" and "options", and many other items to assure the smooth transition of these expanded choices. We will also discuss the possibilities of telework to facilitate the flexibilities of certain work schedule options. Following the briefing sessions, experts from the Office of Human Resources will be available upon request to work with organizations that may want specially tailored assistance.

These briefing sessions are not mandatory. However, we do strongly encourage supervisors and employees to attend the sessions to learn about the recent changes. If you would prefer having a presentation at one of your already scheduled staff meetings, please contact your Liaison or the Career Development and Employee Worklife Office at x6-7918.

PLEASE POST AND CIRCULATE THIS ANNOUNCEMENT

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Greenbelt supervisors should contact Karla Cox at kcox@pop100.gsfc.nasa.gov or 6-5378 to register for the following briefing sessions:

March 11, 2004: Bldg 16W Room N249
9:00-11:00 or 1:00-3:00

March 15, 2004: Bldg 8 Auditorium
9:00-11:00 or 1:00-3:00

March 18, 2004: Bldg 1 Room E100D
9:00-11:00 or 1:00-3:00

March 19, 2004: Bldg 1 Room E100D
9:00-11:00 or 1:00-3:00

March 22, 2004: Bldg 1 Room E100D
9:00-11:00 or 1:00-3:00

March 30, 2004: Bldg 26 Room 205
9:00-11:00 or 1:00-3:00

April 1, 2004: Bldg 26 Room 205
9:00-11:00 or 1:00-3:00

Employee Briefing Sessions are open; all Greenbelt employees should plan to attend one of the following sessions:

March 17, 2004: Bldg 8 Auditorium
9:00-10:30 or 1:00-2:30

March 23, 2004: Bldg 8 Auditorium
9:00-10:30 or 1:00-2:30

March 25, 2004: Bldg 8 Auditorium
9:00-10:30 or 1:00-2:30

April 5, 2004: Bldg 8 Auditorium
9:00-10:30 or 1:00-2:30

April 6, 2004: Bldg 8 Auditorium
9:00-10:30 or 1:00-2:30

April 7, 2004: Bldg 8 Auditorium
9:00-10:30 or 1:00-2:30

April 8, 2004: Bldg 8 Auditorium
9:00-10:30 or 1:00-2:30

Wallops, IV&V, and GISS employees and supervisors will be briefed at onsite sessions to be announced.



Thomas Paprocki
Acting Director of Human Resources